



MANAGER OF GRANTS & FUNDING ADVOCACY

JC: FF117
PB: 9
FLSA: Exempt

BU: 95 (NR)
Created: January 2004
Revised: January 2022

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, manages and oversees the activities and operations of the Grants & Funding Advocacy Division including coordinating all grant applications, agreements, and funding transactions with outside funding agencies, including oversight of all Federal, State, and local grant applications; collaborates with the Capital Financial Planning Division on capital project prioritization, capital funding strategies and project selection for grant opportunities; researches and monitors funding opportunities, supervises grant staff, and coordinates all grant applications and funding requests; maintains a grant database, tracks grant results and analyzes financial data; negotiates and executes grant, pass-through and other funding agreements; coordinates assigned activities with other divisions and outside agencies; provides highly complex and responsible staff assistance to the Director of Funding Strategy, and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the full-scope managerial level classification responsible, through subordinate professionals, for managing the negotiation and execution of funding agreements with federal, state, regional and local agencies for the District's capital program. Positions at this level perform full functional management responsibility for a division of a major department of the organization and have significant responsibility for formulating, administering, and managing the implementation of multiple policies or programs, directing the work of others, and overseeing and planning the future delivery of services. This classification is distinguished from the Director of Funding Strategy in that the latter is responsible for full oversight of the Funding Strategy Department, including oversight of long-range financial planning for BART's extensive capital investment program.

REPORTS TO

Director of Funding Strategy or designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assumes management responsibility for all grant development activities and assigns roles, responsibilities and activities to Grants & Funding Advocacy Division staff.

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2. Supervises all federal, State, regional and local funding applications, funding agreements, funding requests and allocations and materials for Board presentations and complex financial plans.
3. Negotiates funding agreements with State, regional and local agencies; coordinates negotiations with the Office of the General Counsel, the Office of the Controller-Treasurer and project development and project delivery Executive Offices; assesses financial exposure and represents District financial interests.
4. Provides strategic advice and informational briefings to the Director of Funding Strategy.
5. Collaborates with the Capital Financial Planning Division on: (1) capital project prioritization, funding strategies and project selection for funding opportunities to advance the District's capital priorities; (2) forecasting of capital sources for the Capital Improvement Program; and (3) the development and implementation of capital project funding plans.
6. Collaborates with the Director of Funding Strategy and the Capital Financial Planning Division to develop comprehensive funding strategy, reflecting the District's priorities and a deep understanding of funding program requirements, constraints and considerations.
7. Collaborates with the Government & Community Relations Department on federal, State, regional and local funding advocacy.
8. Collaborates with the Capital Budget & Funds Management Division on grant management, reporting, extension requests, close outs and audits.
9. Manages and participates in the development, implementation and regular review of goals, objectives, policies and procedures.
10. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems; recommends, within departmental policy, appropriate service and staffing levels.
11. Oversees and participates in the development and administration of the Grants & Funding Advocacy Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
12. Serves as the liaison for the Grants & Funding Advocacy Division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
13. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
14. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of grant development and transit funding.

QUALIFICATIONS

Knowledge of:

- Development of funding strategy, including knowledge of transit funding landscape, District capital program priorities, and understanding of decision-maker issues.
- Operational requirements and activities of a grant development program
- Principles and practices of grant funding and allocation
- Principles and practices of program development and administration.
- Methods and techniques of public sector program administration and financial analysis.
- Policies, procedures, rules and regulations governing federal, State, regional and local funding programs. Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Public transit agency operating and capital programs administration.
- Federal and State budget appropriation process.
- Related Federal, State and local laws, codes and regulations.
- Transit funding legislative and regulatory ecosystem.

Skill/Ability in:

- Overseeing and participating in the management of a comprehensive grant development program.
- Selecting, supervising, training and evaluating staff
- Leading the development and administration of Division goals, objectives and procedures.
- Preparing comprehensive, clear and concise administrative and financial reports.
- Analyzing and developing capital project funding plans.
- Developing complex, compelling grant proposals.
- Negotiating complex grant issues and funding agreements with federal, State, regional and local funding agencies.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Assessing capital program funding risks and developing risk mitigation plans
- Researching, analyzing and evaluating new funding methods and techniques.
- Interpreting and applying Federal, State and local policies, laws and regulations.
- Communicating coherently and concisely, both verbally and in writing.
- Establishing and maintaining effective working relationships within BART and with external partners and counterparties.
- Developing, using, and reviewing Excel models.

MINIMUM QUALIFICATIONS

Education:

Possession of a bachelor's degree in Business Administration, Public Administration, Accounting, Economics, or a related field from an accredited college or university.

Experience:

Five (5) years of (full-time) professional verifiable public sector grant management, financial management or related experience which must include two (2) years of supervisory experience.

Substitution:

Additional qualifying experience as outlined above may be substituted for the education on a year-for-year basis.

WORKING CONDITIONS

Environmental Conditions:

Open plan office environment; exposure to computer screens.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: 0500 – Executives/Managers

Census Code: 0120 – Financial Managers

Safety Sensitive: No